

Additional Communication Guidelines for Reporting of Serious Incidents or Matters

As outlined in a memorandum from the Vice President, ANR, some events or situations are so critical or potentially volatile that senior management must be apprised immediately. This document is intended to provide additional guidance on the types of incidents or matters that should be reported.

Events or situations that should be reported immediately include the following:

1. The incident or matter is likely to receive media or other public attention harmful to the reputation of the University, its employees, or its agents (volunteers).

This could include serious incidents or events of other types as described below, or UC ANR actions that affect volunteers, cooperators, or other stakeholder groups that could result in negative media or community attention.

2. The incident or matter involves the misuse of University resources.
3. The incident or matter creates University exposure to a significant liability.

This may include serious injury, property damage, financial loss, or other liability to employees, volunteers, or others, related to a UC ANR activity or agent. This could also include regulatory or compliance issues that may have a significant penalty or other major impact on programs or operations.

4. The incident or matter is significant, sensitive, or illegal, such as allegations involving embezzlement, harassment, or molestation.

This includes regulatory or compliance matters that have mandatory reporting requirements, including allegations of child abuse, criminal acts, environmental releases, etc.

5. The incident or matter falls under whistleblower guidelines (see "UC Whistleblower" at <http://www.ucop.edu/uc-whistleblower/>).

Other types of events or activities that should be reported

- Natural or other disasters that could affect ongoing operations of your facility
- Workplace violence (or threats of violence)
- Social (cultural climate) issues such as religious conflict, racial issues, discrimination
- Critical or extended utility outages
- Data (security) breaches, cyber-terrorism
- Research tampering
- Protests / demonstrations
- Widespread outbreak of disease or illness (in workplace or in UC ANR programs, such as 4-H)
- If you are contacted by an attorney - contact Jake McGuire (jake.mcguire@ucop.edu) or Catherine Montano (catherine.montano@ucop.edu)

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Serious incidents or matters should be reported to ANR senior managers as soon as possible. Examples of serious incidents or matters include: matters that are likely to receive media or other public attention harmful to the reputation of the University; incidents involving the misuse of University resources; issues that expose the University to a significant liability; or matters that are significant, sensitive, or illegal, such as allegations involving embezzlement, harassment, or molestation.

Serious/Urgent Incidents:

Subject Matter	Contact Person	e-mail	Phone
Compliance, Risk, Whistleblower	Jake McGuire Controller	jake.mcguire@ucop.edu	Office: 510-987-9052 Cell: 510-390-1015
Media Relations	Mike Janes Director, Strategic Communications	mejanes@ucanr.edu	Office: 530-750-1204 Cell: 530-304-9956
	Pam Kan-Rice Assistant Director, News and Information Outreach	pam.kanrice@ucanr.edu	Office: 530-750-1221 Cell: 510-206-3476

Employee injuries or other incidents should be reported as follows:

Employee Injuries:

Contact	e-mail	Phone
ANR Human Resources	anrstaffpersonnel@ucanr.edu	Jodi Rosenbaum: 530-750-1315 Aricka Thomsen: 530-750-1277 Fax: 530-756-1180
For more information and forms: http://ucanr.edu/injury Safety Note #123: http://safety.ucanr.edu/files/1369.pdf		

Incidents/Insurance Claims (property loss, damage, non-employee injuries):

Contact Person	e-mail	Phone
Linda Harris	olharris@ucanr.edu	Office: 530-750-1263 Fax: 530-756-1113
Brian Oatman	baotman@ucanr.edu	Office: 530-750-1264 Cell: 530-304-2054
For more information: http://ucanr.edu/incidentreport Safety Note #163: http://safety.ucanr.edu/files/120537.pdf		